

JOINT CITY-COUNTY AIRPORT BOARD

Minutes of Meeting

Monday, December 14th, 2020 at 10:00 a.m.

Via Zoom

MEMBERS PRESENT: Rich Cowger (Chairman), Jay Baum (Vice-President), and Doreen Stockdale

MEMBERS NOT PRESENT: Mary Kuehn, Dennis Holten

STAFF: Christine Baker Stillwater County Planning

OTHERS: Hardin Graham Airport Manager, Kisha Miller City Clerk/Treasurer, Heather Mosser Morrison- Maierle Airport Engineer & Katy Barry Morrison-Maierle Airport Engineer

I. CALL TO ORDER. Rich Cowger called the meeting to order at 10:04 am.

A. Public Comments. No public comments.

B. Disclosures of Conflicts of Interest and Ex Parte Communications. No conflicts of interest or ex parte communications at this time.

II. MINUTES APPROVAL.

Doreen made the motion to approve the November 9th, 2020 meeting minutes, Jay seconded; with all in favor motion carried.

III. NEW BUSINESS:

A. Morrison-Maierle

- 1. Pavement Maintenance Project- CIP:** Heather Mosser discussed using FAA funding in 2021 for maintenance of the pavement surfaces at the airport. The cracks in the asphalt need sealed to prevent water from leaking in and causing damage. This process is repeated every 3-5 years and will cover all the public pavement surfaces of the airport. This would not include the private access to leased hangars.
- 2. Environmental Paper Work for Pavement Maintenance Project:** Heather discussed the Environmental Paper work and that it would need to be submitted no later than January 15th, 2021
- 3.** Rich informed the Board that Dennis Holten submitted his resignation from the Joint City- County Airport Board. It was also discussed that Mary Kuehn's position needed to be replaced and filled as she has not responded to emails or attended any Airport Board meetings in the last 12 months. Kisha said she would take the lead on running the advertisements for the two positions starting in January.

IV. UNFINISHED BUSINESS:

A. Morrison-Mairele

1. Master Agreement Approval: The Board of County Commissioners will sign on 12/15/2020 and then they will be scanned to Morrison- Mairele.

2. DBE Plan Approval: The DBE will require a public meeting as the CIP as to be advertised for 3 weeks. Heather suggested doing it as they had with another project and providing a Zoom meeting but that the interested parties would be required to call in for the link. The DBE will need to be changed as it has Dennis's name on them. They will then need both City Council and County approval. The DBE is reviewed every 3 years and needs to be done no later than January/February to stay in timeline for the grant to be submitted in March. Jay made a motion to move forward with the DBE, Doreen seconded; with all in favor motion passed.

B. Volunteer List: Kisha gave a brief update on the volunteer list and said it was up to date for the workman's comp and that it is a sole source remedy for a cheap insurance policy.

C. Hangar Leases: Kisha informed the board that all hangar leases have been paid.

V. MANAGER'S REPORT: Hardin informed the board that there was little to report on except for the plowing of snow with the last few snow storms.

VI. FINANCE REPORT: The Board reviewed the Finance Reports provided by Joe Morse, Stillwater County Finance Director. The Stillwater County Planning Office reached out to Joe to have him try to attend this meeting but was unable to get that accomplished as Joe stated he was unavailable. Joe Morse is slated to retire in 2021 and the Board agreed they would like to have him attend future meetings to discuss the Finance Reports. Jay and Rich both state they would like the line items to provide more detail in the future.

VII. ITEMS FOR NEXT'S MONTH AGENDA: DBE, Morrison- Mairele updates, Joint Resolution and voting on chair positions.

VIII. ADJOURN MEETING: Jay made the motion to adjourn the meeting. Doreen seconded; with all in favor, motion carried. Meeting was adjourned at 11:05 a.m.

The next meeting will be on Monday, January 11, 2021 at 10:00 a.m. via Zoom.

Christine Baker
Planning Department